

TENNESSEE BOARD OF LAW EXAMINERS
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Nashville, Tennessee 37219
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Fax: 615-741-5867
BLE.Administrator@tncourts.gov
WEBSITE : <http://www.tn.gov/lawexaminers>

Instructions for Amendment to Application Revised 9/2013

Tip: If you need to leave your computer or need time to think over an answer, save your work. At the bottom of each screen are navigation buttons. Clicking Previous, Next, or Save for Later Editing automatically saves your work. You can preview your application prior to submitting it, or review your completed application after submission. Once submitted, no changes can be made to the application.

The answers to all questions must be completed, including complete addresses and zip codes. Failure to be completely candid may result in denial of certification. If there is any doubt about how to answer a question, you should answer to the best of your ability, and explain the concern in the space provided. NOTE: A "complete application" includes the NCBE Application that has been submitted to the NCBE, any attachments to the NCBE Application, the Tennessee Supplement which is completed as part of this process, any attachments to the TN Supplement, three (3) letters of recommendation from attorneys, judges or law school professors, the completed Undergraduate Degree Verification and the Law Degree Verification.

Forms will be made available to you in your Related Tasks list that will appear in your login account after submitting your application. After submitting your application online, return to your Dashboard and click on the Details link for this application. Other forms will be available at <http://www.tn.gov/lawexaminers>.

It is your responsibility to keep your personal profile current with correct residence and contact information, Tennessee Board of Law Examiners (TBLE) uses this information to contact you. Changes in your information such as mailing address and phone number can be made in your profile (My Profile Page). Please keep this information up to date.

This form is to be used if this if you have previously submitted an application for admission to the Tennessee bar, regardless of type of application, and you have supplemental, new or different information to report, other than a personal address or phone number change which is done in your system profile.

When providing additional information to supplement answers, give information in the same manner as called for in the application and upload in the Additional Documentation as Requested Item. After submitting your application, you will find a "Details" link next to this application in your profile. There you will find the "Related Items" tab, which will provide you an upload link.

If you wish to request non-standard testing, you must complete the Non-Standard Testing Application available from the Dashboard (main screen) of your account, and include a current (within 90 days) supporting report from your treating physician and/or psychologist. A new form must be submitted each time you apply to test with updated supporting documentation. Non-standard testing arrangements will be determined only by what is requested on this current questionnaire and may result in a change in testing location.

Amendment to Application

Applicants to the Bar of Tennessee are responsible for ensuring that all documents are submitted to the TBLE in a timely manner. Applicants may be notified by the Board that there is a deficiency in the file; however, such notification is a courtesy. Failure of the Board to notify an applicant of a deficiency does not entitle the Applicant to an extension of time to submit the required documentation.

NCBE #: NCBE Application #: (Number printed beneath the bar code of the NCBE application)

I, Name: Middle Name: Last Name: ,

having applied for admission to the Bar of Tennessee, understand that I am under a continuing obligation to keep my application current and must update responses whenever there is an addition or change to information previously provided. I have amendments to my Application (mark "Yes" or "No" in the adjacent box). Please identify what has changed including the question or form number when applicable; upload additional pages, as required, after submitting this form by returning to your profile and selecting "Details" next to this Amendment and then selecting "Related Items." If you have delayed in seeking licensing, please explain why and what you have been doing in the interim. (NOTE: Licensing must be completed within two years; see the website for Board Policies):	<input type="radio"/> Yes <input type="radio"/> No
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PLEASE NOTE: If you first applied for admission by examination more than two years ago, your NCBE application and background investigation must be updated and supplemented every two years. You will not be permitted to take the exam or otherwise licensed without proof that you have submitted the appropriate documentation to the NCBE to supplement your background investigation. Please include the most current application number (printed beneath the bar code) above.

☐ I certify that I have completed and submitted the appropriate amendment to the NCBE, if required, and will upload a copy of such amendment upon submission of this form.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND CHECK THE BOX TO ACKNOWLEDGE YOUR UNDERSTANDING AND AGREEMENT:

☐ I understand that filing an application with the NCBE does not constitute a filing with the TBLE nor does filing with the TBLE constitute a filing with the NCBE. Both applications must be filed for your application to be complete.

☐ I understand that I that I am under a continuing obligation to keep my application current and must update responses whenever there is an addition to or a change to the information previously provided to the TBLE or the NCBE. The updates, including address changes, must be made in writing and include all relevant documentation. ***Any changes in the responses to the completed NCBE Application must be filed with the NCBE if the background investigation has not been completed and submitted to the Tennessee Board of Law Examiners.*** Pending applications must be updated and a supplemental NCBE background investigation requested every two years. Please include the most current application number above.

Complete instructions for amending the application for admission to the Tennessee Bar may be found at www.tn.gov/lawexaminers. Click the "How to Apply" tab in the left column and choose the appropriate application type from the list.

The combination of my login, password and typed named below constitutes my signature with the same effect as if signed and notarized. By so signing, I certify that all of the above and supplementary information is correct to the best of my knowledge. I agree to notify the Tennessee Board of Law Examiners (TBLE) and the NCBE, if required by the NCBE practices, of any changes or additions to the information previously provided. I understand that failure to respond fully and accurately to the questions included on the NCBE application or herein or to inform the TBLE and NCBE of any changes may result in denial of my application for admission to practice law in Tennessee. I further understand that the TBLE may report to NCBE for investigation any instance of misrepresentation in the application process.

Typed Signature of Applicant:

REMINDER: AFTER SUBMISSION OF YOUR APPLICATION, RETURN TO YOUR PROFILE AND CLICK THE DETAILS LINK NEXT TO THE APPLICATION IN ORDER TO UPLOAD SUPPLEMENTAL ITEMS. When providing additional information to supplement answers, give information in the same manner as called for in the application and upload in the Additional Documentation as Requested Item. After submitting your application, you will find a "Details" link next to this application in your profile. There you will find the "Related Items" tab, which will provide you an upload link.